FY24 Annual Arts Funding - Education

Office of Cultural Affairs - City of Columbia

Application Information

IMPORTANT PLEASE READ

Deadline to submit: Funding applications are due by 5:00 p.m. on Monday, April 24, 2023.

Please review the following guidelines and evaluation criteria to assist you in completing your application:

- Eligibility Information
- Project Guidelines and Evaluation Criteria
- Scoring rubric for Education application *(used by Commission during scoring process)*

For more information on the Office of Cultural Affairs' annual funding process, click here.

Questions with * are required.

Project Name*
Title of project.

Character Limit: 100

Amount Requested*
Organizations may request up to 25% of last fiscal year's total revenue*, with **a minimum request of $1,000 and a maximum request of $7,500**. If an organization's last year's total revenue is less than $4,000, up to 50% may be requested, not to exceed $1,000.

Last fiscal year's total revenue are defined as the actual (not budgeted) amount of money (cash and/or in-kind) that the organization received in exchange for goods and/or services that it provided. Total revenue includes support: revenue that consists of contributions or grants to the organization.

Character Limit: 20

Project Start Date*
Start date must be on or after October 1, 2023.

Character Limit: 10

Project End Date*

End date must be on or before December 31, 2024.

Character Limit: 10

Estimated Audience/Participants*

Audience/Participants expected for this project request.

Numbers only (commas and decimals not accepted)

Character Limit: 50

Correspondence*

Did you meet or correspond individually with OCA staff about your application?

Choices

Yes

No

Organization Information

Organization Purpose*

What is the primary purpose and mission of the **organization**?

Character Limit: 1000

Board of Directors*

Required to use OCA template. Upload a list of current directors and officers for the lead agency. Click here to download Board of Directors template. (Upload as .xlsx or .pdf)

File Size Limit: 1 MB

Organization website*

Website may be used in evaluation of Management Ability.

Character Limit: 2000

Social Media URLs

List social media URLs (Facebook, Twitter, Instagram, etc.)

Character Limit: 500

Letter of Determination

Submit IRS 501(c)(3) determination letter only if this is the first time your agency is requesting funding from the Office of Cultural Affairs.

File Size Limit: 1 MB

Application Questions

Project Description*

Describe the proposed education project, its objectives, and how the objectives will be realized.

If your project involves many guests artists, ensembles, etc., please attach a more detailed description as a Supplementary Material at the end of the application.

NOTE: Only describe project activities occurring within the eligible Project Dates (October 1, 2023 - December 31, 2024). Project elements can only occur within Columbia city limits.

Character Limit: 5000

Educational Value (1 of 3)*

Describe the educational value of the project. Will there be a dialogue between artists and audiences/participants?

Character Limit: 2500

Educational Value (2 of 3)*

Will there be opportunities for audiences/participants to engage in the process of creating art?

Character Limit: 2500

Educational Value (3 of 3)*

How will the perspectives of the audiences/participants be challenged by their participation in the project?

Character Limit: 2500

Artistic Quality (1 of 2)*

What makes the project creative and innovative for Columbia?

Character Limit: 2500

Artistic Quality (2 of 2)*

Who is responsible for artistic programming decisions? What is the process of planning artistic elements of the project?

Artistic Personnel bio/qualifications should be included in attachment later in the application.

Character Limit: 2500

Use and Impact of Funds*

Please describe:
- How awarded city funds will be used (description should correspond with OCA funds column in the Project Budget attachment)
- The impact of receiving city arts funding will have on your organization and your audiences or program participants

Character Limit: 2500

Community Involvement (1 of 3)*

How does this project meet community needs, and who are your specific target audience(s)/participants?

Character Limit: 2500

Community Involvement (2 of 3)*

If applicable, how will the project provide arts programming to and engage* with unreached or underserved audiences/participants**, who may or may not be different than the target audiences/participants?

*Examples of engagement could include interpreters for programs, sensory-friendly programs, large-print materials, assistive listening devices, employing closed captioning, special seating for people with service animals, etc.

**The National Endowment for the Arts defines an <u>underserved</u> community group as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability. Age alone (e.g. youth, seniors) does not qualify a group as underserved; at least one of the underserved characteristics noted above must be present. OCA expands the NEA definition to include communities with additional needs that may or may not be identified as disabilities (i.e. Autism Spectrum Disorder, ADHD, etc.).

Character Limit: 2500

Community Involvement (3 of 3)*

In addition to attendance and donations, how does the community show support for the project? *(i.e. this may include outside collaborators, volunteers, assistance with planning and execution of project, etc.)*

You may choose to include Letters of Support as a Supplemental Material.

Character Limit: 1000

Collaborating Agencies

If the lead organization is collaborating with other agencies to administer this project, submit letter(s) of support received summarizing the collaboration. If more than one agency, include multiple letters in one PDF document.

File Size Limit: 2 MB

Participating Schools or Groups

Submit a list of the schools, clubs, groups, etc. that are referenced in your narrative as participating in your project.

Letters required for Revised Project Form (interim report): If specific schools/groups are listed, you will be required to provide a basic letter from each school/group confirming they are planning to participate in your project when you submit your interim report in fall 2023.

Character Limit: 1000

Project Management - Marketing*

Describe the promotional and publicity plan as it relates directly to the project.
Describe efforts <u>other than</u> those provided by OCA's *Art News* email newsletter or *Art & Culture Minute* radio advertising.

Character Limit: 1000

Project Management - Evaluation*

Keeping the project objectives in mind, what is your plan for evaluating the effectiveness of the proposed project?

Character Limit: 1000

Management Capabilities*

Describe the organization's ability to complete the project successfully, including such indicators as governing board, adequate and experienced project personnel, and fiscal management capabilities.

Character Limit: 1500

Fiscal Development*

Describe the methods used in the development of funding support for <u>this project</u>. Be sure to describe funding sources other than what you are requesting from the city's OCA.

Character Limit: 1000

Budget and Financial Information

PREVIOUS FISCAL YEARS INFORMATION

Previous FY Financial Report*

Submit a PDF file of the organization's financial statement for the <u>most recently completed fiscal year</u>. Report should include revenue, expenses and fund balance.

File Size Limit: 4 MB

Organization Financial History (Past Three FYs)*

List your organization's operating income and expenses from the most recently completed fiscal year, the previous fiscal year, and the fiscal year prior to that.

REQUIRED FORM: Download the required form (Excel) and upload document.

In the form, fill in the line items only for Total Income and Total Expenses for each year. Leave the Operating Surplus/Deficit line items blank; they will auto-calculate for you. These figures are subject to verification by the Office of Cultural Affairs.

*Note: If you do not have Microsoft Excel, you can also download the file and upload into Google Drive. From there, complete the form in Google Drive, then download the completed form as an .xlsx file to upload.

File Size Limit: 3 MB

Previous Fiscal Years*

If you had a surplus or deficit of 10% or more in any of the previous three fiscal years, please explain the cause. If you ended in a deficit in any year, how will your organization prevent deficits in the future? If not applicable, type "N/A" in the box.

Character Limit: 2000

PROJECT BUDGET INFORMATION

Project Budget*

Since your application is a proposal, your project budget should balance, <u>**without a profit or loss**</u>. As you plan, revisit the list of eligible expenses. Efforts to obtain funding from sources other than the city are important. Include revenue that is anticipated from other sources and any request that is pending from another funder. All numbers should round to the nearest dollar.

IMPORTANT NOTE: Requests must be matched dollar-for-dollar with cash, in-kind contributions, or a combination of both.

REQUIRED FORM: Applicants must use **PROJECT BUDGET FORM** (Excel)

Download the document by clicking link above, save form to your computer (do not fill out in

internet browser), and complete form saved on computer using Excel. Submitted forms must be typed, handwritten will not be accepted.

CLICK HERE TO VIEW AN EXAMPLE PROJECT BUDGET FORM.

*Note: If you do not have Microsoft Excel, you can also download the file and upload into Google Drive. From there, complete the form in Google Drive, then download the completed form as an .xlsx file to upload.

File Size Limit: 3 MB

Attachments

Biographical Summary - Administrative Personnel*
Upload up to one page (typed, 12-point font, 1 inch margins on all sides, single spaced) of biographical summary of project director(s) and key personnel responsible for planning and executing the project. One paragraph per person.

File Size Limit: 2 MB

Biographical Summary - Artistic Personnel*
Upload up to two pages (typed, 12-point font, 1 inch margins on all sides, single spaced) of biographical summary of key artistic personnel (performing or visual artists, arts educators, etc.). One paragraph per person.

File Size Limit: 2 MB

Supplementary Materials

It is recommended that you submit up to 5 items of supplementary materials that are relevant to your proposal. At least one item is required. Please be mindful of the length of video or audio samples and **try to limit each item to 5 minutes review time**.

Supplementary materials bolster your application with images, video, or audio of your programs. **Be sure to include materials that are most pertinent to your application and that underline directly address evaluation criteria**.

Examples include: letters of support, links to online videos or audio, newsletters, brochures, media articles, and photos of past project activities.

These items must be submitted electronically as files uploaded below. Files must be in PDF or JPEG format and less than the maximum size indicated for each item. You may have to submit excerpts or sections of items that otherwise are too large to meet the size restrictions. If you choose to submit a link to online video, audio or another material, please include web address in attached document.

IMPORTANT: One item constitutes one online video, one audio sample, one page of photos, one program, etc. If you have questions regarding the number of supplementary materials to include in the application, please contact OCA staff.

Supplementary Materials 1*

Please use the box to describe the item submitted, and how it relates to the application and addresses the evaluation criteria (educational value, artistic quality, community involvement, etc.).

Character Limit: 500 | File Size Limit: 4 MB

Supplementary Materials 2

Please use the box to describe the item submitted, and how it relates to the application and addresses the evaluation criteria (educational value, artistic quality, community involvement, etc.).

Character Limit: 500 | File Size Limit: 4 MB

Supplementary Materials 3

Please use the box to describe the item submitted, and how it relates to the application and addresses the evaluation criteria (educational value, artistic quality, community involvement, etc.).

Character Limit: 500 | File Size Limit: 4 MB

Supplementary Materials 4

Please use the box to describe the item submitted, and how it relates to the application and addresses the evaluation criteria (educational value, artistic quality, community involvement, etc.).

Character Limit: 500 | File Size Limit: 4 MB

Supplementary Materials 5

Please use the box to describe the item submitted, and how it relates to the application and addresses the evaluation criteria (educational value, artistic quality, community involvement, etc.).

Character Limit: 500 | File Size Limit: 4 MB

DRAFT DEADLINE: If you would like OCA to review the draft of your application, please submit application by **Monday, April 3 by 12:00 p.m**. Staff will review your application, make comments, and revert application status by April 15 so you can continue to edit application by final deadline.

FINAL DEADLINE: Application must be submitted by **Monday, April 24, 2023 by 5:00 p.m.**